

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 5	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 15 NOV 2002		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE 3230CB WASHINGTON, DC 20375-5326		CODE N00173		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TO ALL OFFERORS				(X)		9A. AMENDMENT OF SOLICITATION NO. N00173-03-R-CB01	
				X		9B. DATED (SEE ITEM 11) 25 OCT 2002	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 11)	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED	

The purpose of this amendment is to provide answers to questions from prospective offerors.

1. The following information is provided in response to offeror's questions:

- a. Question: Section L-13 (b) identifies an estimate of \$400,000 per year in material costs. Provide some examples of the types of materials that will be purchased under this contract.

Answer: Examples consists of the following items:

1. Replacement monitors, mass storage devices or media
2. Electronic components, parts, wires, sockets
3. Software compilers, graphics display packages, data archiving and retrieval packages
4. Fabrication of mechanical assemblies to support laboratory configurations.

- b. Question: The RFP did not specify which volume should include the Representations and Certifications as defined in Section K and completed Standard Form (SF) 33. Is it correct to assume they should be included in Volume II – Business Volume?

Answer: Yes, please include the Reps and certs with the business volume.

- c. Question: Section L-12 (2) (c) (a) specifies the listing of 5 contracts for past performance. Are we limited to only 5 contracts or can we provide more?

Answer: No, we do not want more than 5. We limit the amount of past performance information to reduce excess paperwork for both the offeror and the reviewers of the proposals received for each solicitation.

- d. Question: Can you provide the weighting of the three major factors as well as the three sub-factors for the Technical/Management factor?

Answer: The Federal Acquisition Regulation (FAR) does not require the weights of individual factors to be revealed and in order to maintain the integrity of the competition, these will not be revealed in this case.

- e. Question: We recommend that evaluation criteria for this procurement include an evaluation factor for a Management Plan that emphasizes the ability to "transition and manage" contracts of this nature. Important elements of the Management Plan should emphasize a company's ability to: 1) successfully retain incumbent staff who possess unique skills required for program/mission continuity; 2) gracefully phase in the contract with no loss of support; 3) provide a professional compensation plan to ensure retention of critical staff; and 4) ensure ongoing recruiting of highly specialized science skills.

Answer: The RFP section L-12 (b), Company Experience, is revised to read:

The proposal must provide a narrative description of company experience on providing research and technical effort similar to the requirements in the Statement of Work. This description should clearly show: (1) the relationship between the company's experience and the requirements under the Statement of Work and (2) prior similar or current programs. Prior experience should be identified by citing contracting agency, period of performance of the contract, and a summary of the nature of the work. **In addition, provide evidence of the offeror's ability to acquire and or replace personnel.**

The RFP section M-2-1 (b), Company Experience, is revised to read:

The proposal will be evaluated on the offeror's demonstrated company experience in performing projects requiring scientific and technical effort, which is closely similar or related to the effort required by the Statement of Work. **In addition, each offeror will be evaluated on their procedures and history of acquiring and replacing personnel.**

- f. Question: A contract of this size would appear to warrant a Project Manager (PM) to coordinate various activities. However, the RFP does not identify a requirement for a PM. Please clarify if a PM is required for this contract.

Answer: A Project Manager has not been used in the past. However, we do not intend to limit offerors to the labor categories listed in the solicitation.

- g. Question: The RFP does not specifically require the inclusion of the bidder's professional compensation plan for personnel that will be working on this contract.

Answer: The Defense Contract Audit Agency (DCAA) monitors the rates, compensation package and other benefits constantly during contract performance. Competition or an individual review by DCAA prior to any contract award in a non-competitive situation eliminates the need for knowing compensation packages in advance.

- h. Question: The RFP does not require a Phase-In period or ask for an approach to contract transition. Can the Government please verify that a phase-in period is not desired or that contract transition will not be part of the Technical/Management evaluation?

Answer: There is no phase in period. Also see our response to Question E. Transition information will be evaluated under Company Experience.

- i. Question: Do you require offerors to complete Sections B-1, C-3, H-6, and I-2 at the time of proposal submission? If so, in which proposal volume should this be included?

Answer: The items you mention are a part of the business proposal.

j. Question: We request that the government provide a library of prior contract deliverables including monthly reports, final reports, etc.

Answer: This information is available via the freedom of information act (FOIA); our FOIA coordinator is Mr. D. Thompson, telephone number (202) 767-2541.

k. Question: Will the Government hold a pre-proposal conference?

Answer: We feel a pre-proposal conference is not necessary.

l. Question: Section L-12 (2) (a) - Personnel Qualifications - states, "The offeror should provide convincing proof that the offeror has, or has the ability to obtain, personnel with relevant experience in the scientific and technical areas described in the statement of work." However, it also states, "The proposal should indicate the specific personnel to be assigned to this effort, their background and pertinent experience, and the amount of effort each will be performing on this contract." Could you please clarify how this qualification should be addressed?

Answer: We simply intend to compare the qualifications of the individuals included in your proposal to the qualifications of the positions that are most important to successful completion of the contract. We require names for identification of Key Personnel in any resultant contract.

m. Question: Attachment No. 2 - Personnel Qualifications - Could you please describe the nature of the work required of the Building Maintenance Engineer position. In particular, what type of crane(s) are to be operated (model, weight capacity, etc.), what type of equipment is used hoisted/moved by the crane, what type of equipment is to be maintained by the maintenance engineer.

Answer: This requirement is hereby removed.

n. Question: Is one questionnaire per referenced project sufficient? In other words, can the CO and COTR collaborate on responding to the Past Performance Report?

Answer: The government does not dictate this quantity, however, generally, one questionnaire per project is submitted and it appears to be a consensus of the appropriate personnel.

o. Question: To whom should the past performance questionnaires be sent?

Answer: The appropriate contracting personnel and organization (as stated in L-12(2)(c)(b) of the solicitation).

p. Question: Would requesting that respondents get the past performance questionnaires in to NRL by November 18 be sufficient?

Answer: We prefer to receive them on the closing date of the solicitation and historically that has been our experience.

q. Question: When will the new contract start?

Answer: The estimated start date is January 1, 2003.